

## BRIAN HEAD (UTAH) [97]

### COUNCIL MINUTES, 1975-[ongoing]

**DESCRIPTION:** The Brian Head town council is responsible for exercising the community's legislative and executive powers (see *Utah Code Unannotated*, 1992, 10-3-101). At incorporation (1975) the town board consisted of a mayor and four council members who were responsible for all aspects of town management. The council appointed municipal officials, levied taxes, managed community finances, maintained public services and utilities, regulated business activity, and coordinated with other boards and agencies to promote and develop a resort community. Beginning in 1978 a hired town manager regularly attended town council meetings and shared in management responsibility. In 1988 Brian Head officially replaced the traditional town government with the manager/council form of government. Since that date the traditional town council shares responsibilities with a town manager, who is officially included as a member of the council.

Brian Head town council minutes summarize the discussion at council meetings and report on motions made and actions taken. The minutes include an agenda for each meeting and each set of minutes includes the date, time and place of meeting and names those present. Since incorporation, the Brian Head town council's primary objective has been to build and maintain a regional resort community which is comfortable and aesthetically attractive. In keeping with this goal, the council has been progressive about providing public services and utilities. The council has worked to develop water and sewer systems. They have paved roads, installed fire hydrants and street lights, and provided for trash pick up, cable television, and other utilities. The council has also focused on overseeing development and land use, advertising the resort, and providing recreational opportunities for guests and residents. The town council has worked closely with auxiliary municipal boards and commissions and with the Utah Travel Council and Brian Head Resort, Inc.

The Brian Head town council has included a number of attachments to the minutes which provide additional information about the community and topics of interest to the town

council. Throughout, minutes contain copies of ordinances, resolutions, and drafts and revisions of Brian Head's master plan. They include budget information, financial reports, and lists of bills authorized for payment. They include accessory information from a variety of sources, such as resort plans from other communities. In 1988 and 1999 the board included information about the pros and cons of traditional vs. manager/council governments because the issue was up for election. The minutes contain items of human interest, such as a July 1998 proclamation naming British skier, Brian Head, Brian Head's honorary namesake.

**ARRANGEMENT:** Brian Head council minutes are arranged chronologically by meeting date with all relevant attachments filed after the minutes for each meeting.

**RESEARCH NOTE:** In addition to the minutes of council meetings, Brian Head minute books also include numerous additional documents relating to town council business. These include resolutions, ordinances, agendas, public notices, memos, planning commission and city manager reports, correspondence, audit reports, budget information, drafts of the master plan, publications, minutes from previous council meetings or council meetings from other communities, bids, contracts, invoices, agreements, deeds, maps, newspaper articles, petitions, rosters, resumes, employment applications and miscellaneous reports.

**RELATED RECORDS:** The Brian Head town council works closely with the planning commission on development issues. **PLANNING COMMISSION MINUTES** are series 23791. **BOARD OF ADJUSTMENT MINUTES**, series 23851, document a few activities of that board, which is responsible for hearing and making exception to zoning regulations. **RESOLUTIONS**, series 23793, and **ORDINANCES**, series 23792, were adopted by the council to establish laws and regulate activity within the community. Some of them have been filed in separate books.

**PROCESSING NOTE:** Brian Head council minutes were microfilmed as part of Utah State Archives Millennial Project in August and September 2001 and processed by Rosemary Cundiff in May 2002.

**PREFERRED CITATION:** Cite the Utah State Archives and Records Service, the creating agency name, the series title, and the series number.

## **CONTAINER LIST**

<b>Reel</b>	<b>Description</b>
1	1975, Oct-1979, Jan
2	1979, Jan-1983, Dec
3	1983, Dec-1986, Dec
4	1987, Jan- 1988, Jun

<b>Reel</b>	<b>Description</b>
5	1988, Jun-1989, Nov
6	1989, Nov-1992, Jul
7	1992, Aug-1994, Apr
8	1994, May-1995, May
9	1995, May-1997, Feb
10	1997, Feb-1998, Sep
11	1998, Oct-1999, Aug
12	1999, Sep-2000, Jun
13	2000, Jun-Dec